



TA374

Absence Management Maintenance

Instructor Led Training



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

The following HCM training materials are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning:

- Job Aids on topics across all functional areas
- Functional process and instructional videos

The Cardinal HCM Reports Catalog is located on the Cardinal website under Resources.

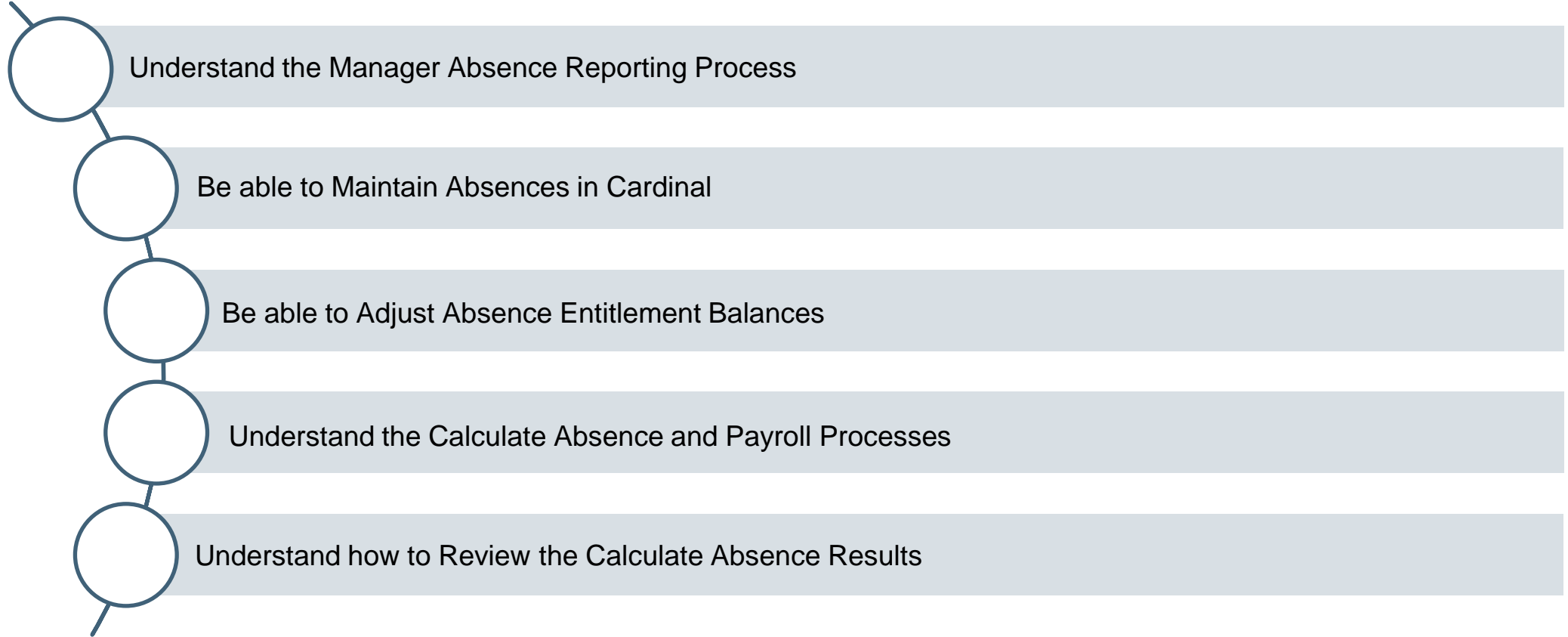
The system screenshots included in the Cardinal HCM training courses show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will:





Agenda

1

Absence Management Overview

2

Reviewing and Entering Absence Events

3

Managing Extended Leave

4

Adjusting Absence Entitlement Balances

5

Calculating Absence and Payroll Processing



Lesson

1

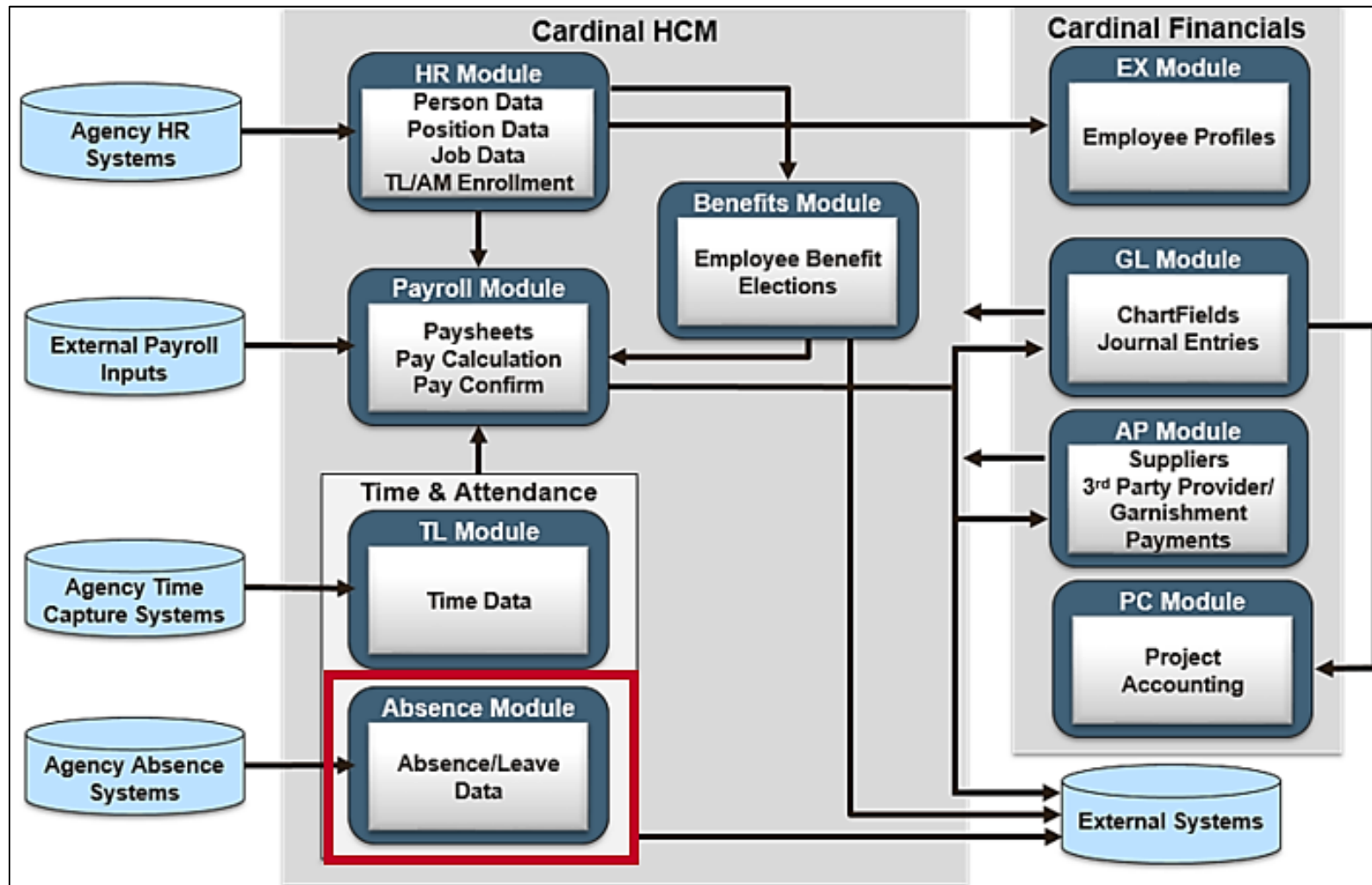
Absence Management Overview

This lesson covers:

- An Overview of Absence Management
- The role of the Absence Management Administrator



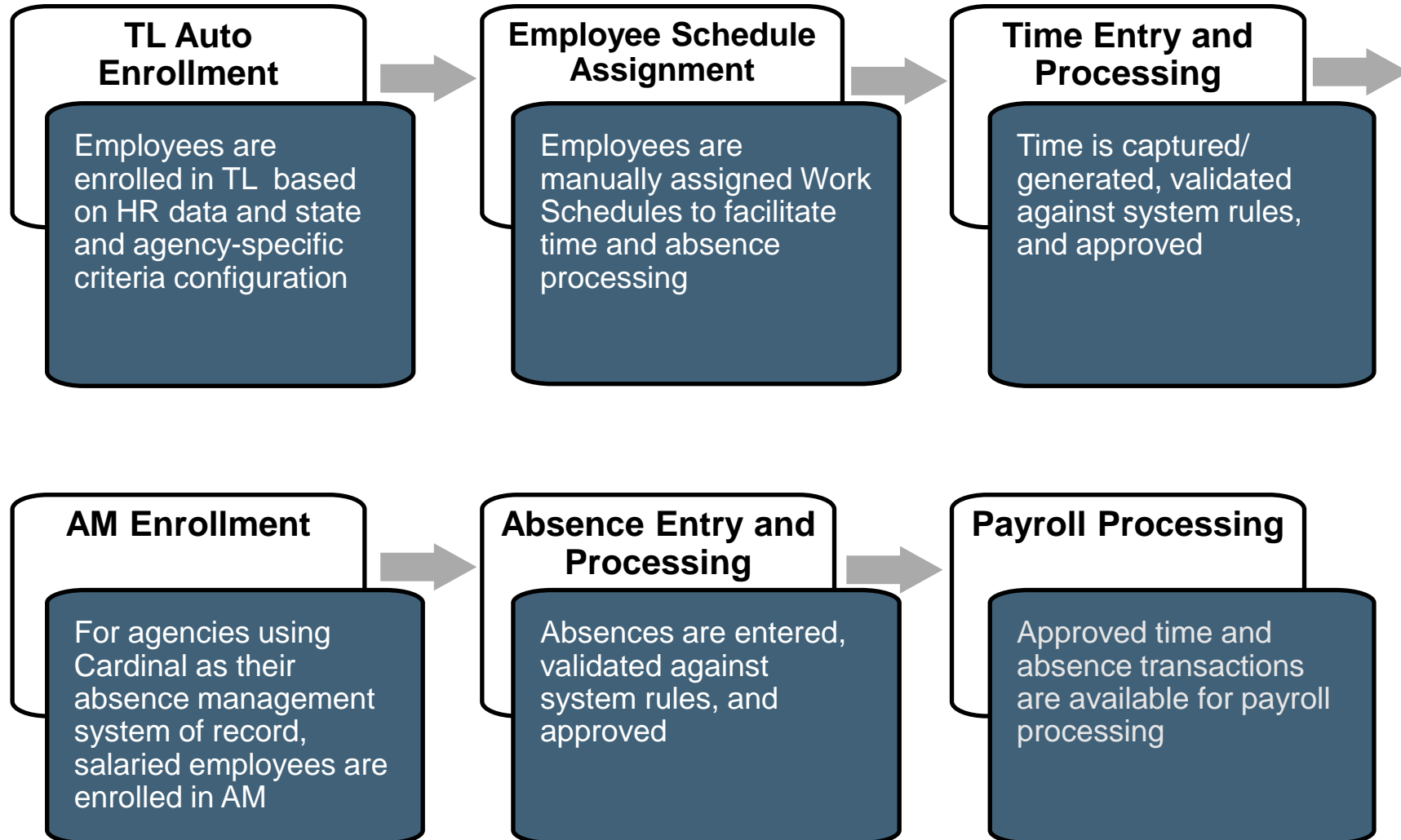
Overview of Absence Management





TA Setup and Processing Overview

The flowchart below shows the flow for Time & Attendance from employee setup through data being sent to Payroll for processing. In this course, our focus is on absence entry and processing.





Overview of TA Roles

	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Enter TL eligibility and TL auto enroll bypass	✓			View Only	View Only		
View/Change Employee Time Reporter Type	✓			View Only	View Only		
View/Assign/Change Employee Work Schedules	✓		View Only	✓	View Only	✓ (Direct Reports)	
Enter their Time		✓					
Enter Time on behalf of an Employee			✓	✓		✓ (Direct Reports)	
View Time Entry processing status			✓	✓		✓ (Direct Reports)	
View/Adjust leave balances			View Only	View Only	✓	View Only (Direct Reports)	
Enter leave donation and balance adjustments					✓		
Enter their Leave/Absences		✓					
Enter Leave/Absences on behalf of an Employee			✓		✓	✓ (Direct Reports)	
View and correct Timesheet errors		✓	✓	✓		✓ (Direct Reports)	✓ *

* Interfaced Time and Absences



Overview of TA Roles (Cont'd)

	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Modify/Void Leave/Absences					✓	Modify Only	
Cancel Leave/Absences						✓	
View/Resolve/Allow Timesheet Exceptions			✓	(View and Resolve Only)		✓	
Approve Time						✓ (Direct Reports)	
Approve Absences					✓	✓ (Direct Reports)	
Run TA Reports/Queries	✓		✓	✓	✓	✓	✓



Absence Management

The Cardinal Absence Management module records, processes, and tracks leave balances for employees at agencies where Cardinal is the leave system of record.

Online Agencies:

- Eligible employees are enrolled in Absence Management during employee setup.
- Employee Timesheets contain codes used to enter compensatory and overtime leave on the Timesheet and the **Absence** tab is used to enter other non-productive time (e.g., vacation, sick).
- Employee absences must be approved.
- Employees can review leave balance and leave history pages.

Interfacing Agencies:

- Eligible employees are enrolled in Absence Management during employee setup.
- Agencies interface absence data into Cardinal on a regular basis.
- Interfaced absence requests are pre-approved.
- Employees can review leave balances and leave history pages.



Absence Management Roles and Responsibilities

Absence Management Employee/Timekeeper	Absence Management Supervisor	Absence Management Administrator
<ul style="list-style-type: none">• Enter and modify leave events• View leave information• View compensatory and overtime leave balances	<ul style="list-style-type: none">• Review/Approve absences for direct reports• Enter leave on behalf of direct reports• Review direct reports' leave taken• Cancel or modify direct reports' leave taken• Review direct reports' leave balances and history• Delegate their own approval responsibility• Run Time and Attendance reports	<ul style="list-style-type: none">• View Absence Calculation results• Review/Correct/Approve reported absences• Have TRC Administrator level access on Timesheets• Enter/Modify/Void leave events• View/Adjust leave balances• Enter Leave Donation and FMLA balance adjustments• View employee time reporting information• View schedules for employees• View comp time and overtime leave plans for employees• View TL Eligibility and TL Auto Enroll Bypass• Have view only access to Job Data pages that impact TL Auto Enroll• Run Time and Attendance reports



Absence Process

The Absence Management Administrator runs reports to ensure that all absences entered are approved or denied prior to time and absences being sent to Payroll.

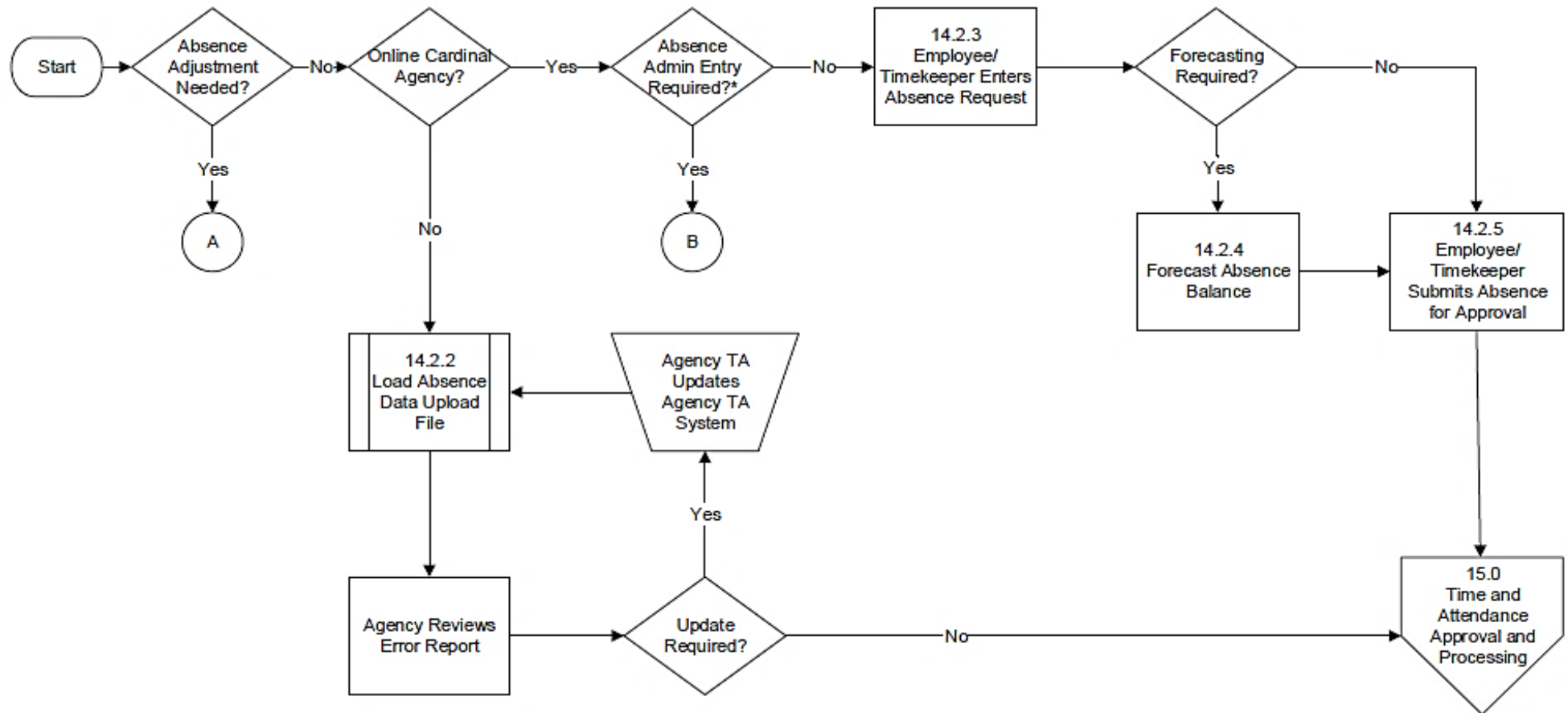
Absence Management Administrators are responsible for the entry of extended leave such as :

- Family and Medical Leave (FML)
- Short Term Disability (STD)
- Long Term Disability (LTD)



Process: TA Capture

Sub-process: Manage Absence Reporting



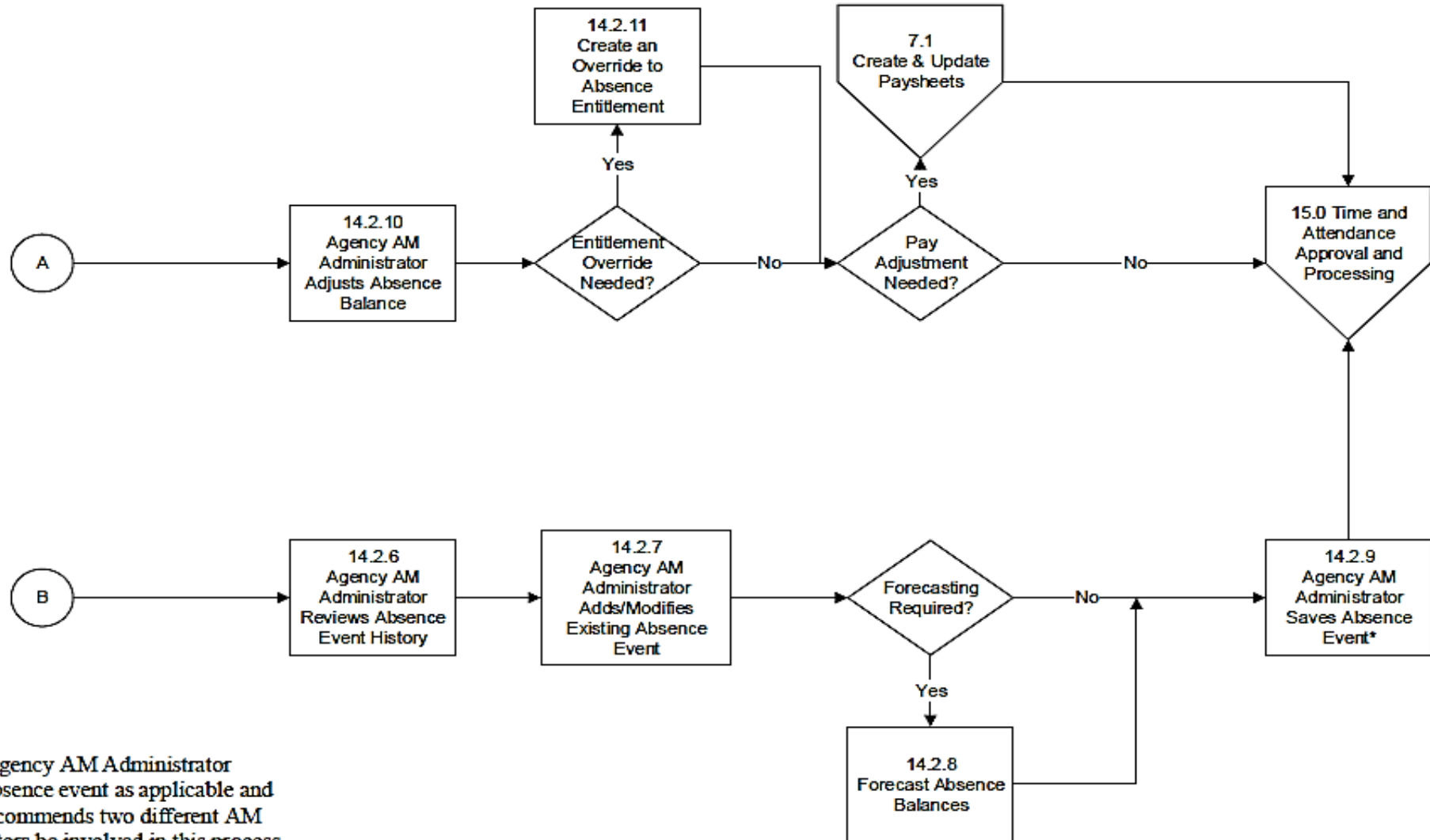
*Absence types that require eligibility verification or where a balance adjustment is needed, such as:

- Short Term Disability (STD)
- Long Term Disability (LTD)
- Workers' Compensation (WCP)



Process: TA Capture

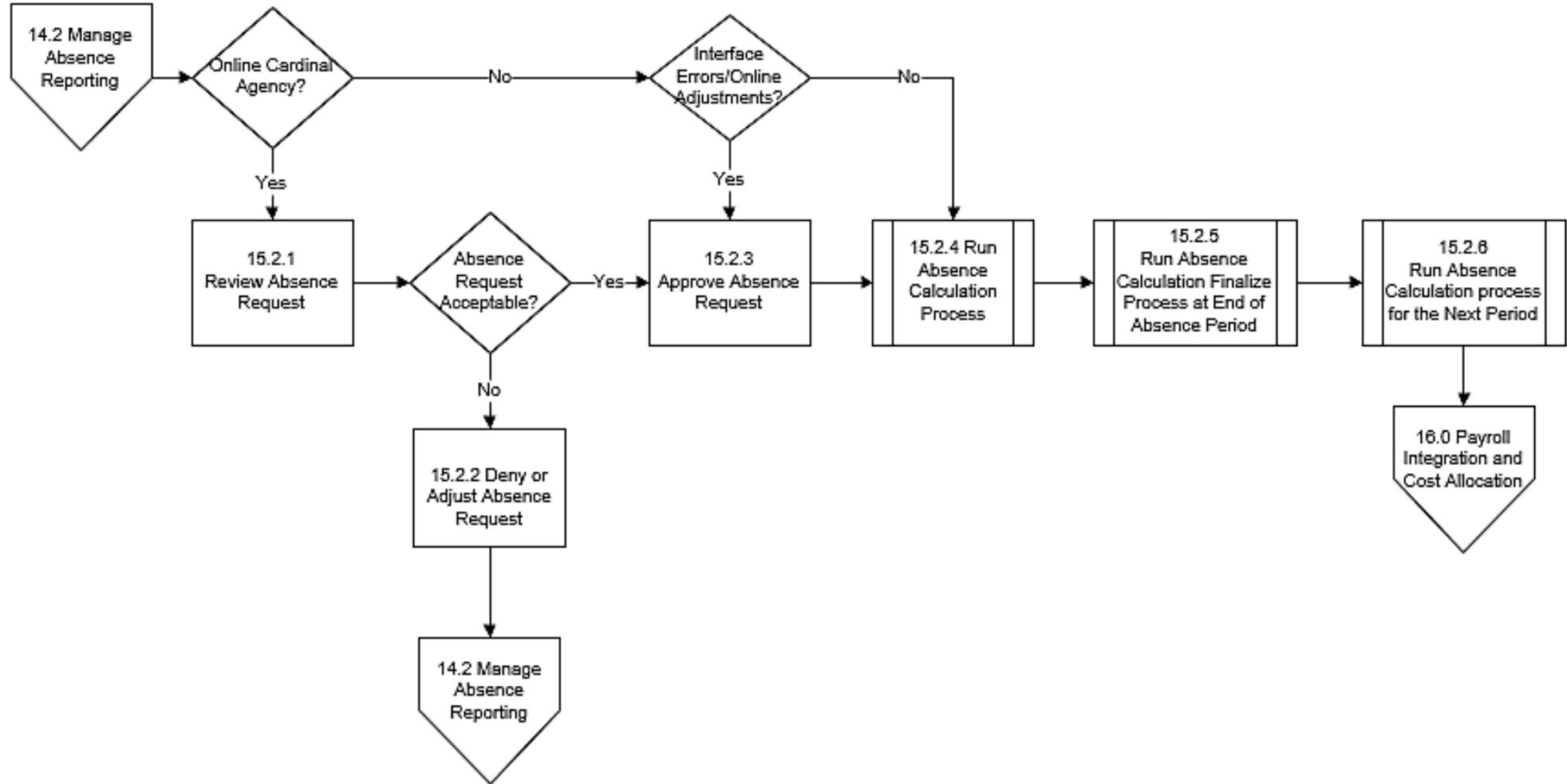
Sub-process: Manage Absence Reporting (continued)



* Second Agency AM Administrator approves absence event as applicable and Cardinal recommends two different AM Administrators be involved in this process



Administer Absence Processing





Key Concepts

The following key concepts will be covered in this course:

- Absence balances displayed on the employee Timesheet and balance history pages are from prior closed pay periods and do not include accruals earned or hours taken after pay period end.
- Adjustments can be made to absence takes and entitlements in a prior period.
- Employees/Timekeepers and Managers can adjust absences 90 days in the past.
- Absence Management Administrators can adjust absences up to 365 days in the past.
- The Absence Calculation process processes approved absences and calculates entitlements and balances.
- Absence Management Administrators should not approve absences on a regular basis.
- Absence Management Administrators have access to some Time Reporting Codes (TRCs) that supervisors will not have access to (e.g., comp and overtime leave payout).



Lesson Checkpoint



1. True or False. Absence balances displayed on the employee Timesheet and balance history pages are from prior closed pay periods. It does not include accruals earned or hours taken after pay period end.



2. True or False. The Absence Management Administrator should regularly check and approve absence requests.



3. True or False. Eligible employees are enrolled in Absence Management during employee setup.



Lesson Summary

1

Absence Management Overview

In this lesson, you learned:

- An overview of the Absence Management Process
- The role of the Absence Management Administrator



Lesson

2

Reviewing Absence Balances and Entering Absence Events

This lesson covers:

- Reviewing Employee Absence Balances
- Entering and Modifying Absence Requests and Events



Reviewing Absence/Leave Balances

Cardinal is configured to align with Commonwealth policy on leave types and, if applicable, their forfeiture or expiration. For example, if an employee is only entitled to carry over a set number of vacation hours at the end of the leave year, then any hours in excess of that are automatically removed by Cardinal. Employees can view leave balances and expiration information on the **Leave Balances** page (balances only), the **Compensatory Time** page, or on the Employee Leave Report.

As an Absence Management Administrator, you may need to make manual adjustments to leave balances in order to resolve issues.

Timesheet

Leave Balances

Security Officer III

[Return to Leave Balances](#)

Leave Balance

COMP_LEAVE Balance	Minimum Balance	Maximum Balance
0.00	0	120

Leave Balance Details

Accrual Date	Earned	Taken	Balance
05/31/2012	0.00	8.00	10.00
03/08/2012	0.00	8.00	18.00
02/05/2012	0.00	8.00	26.00
01/13/2012	8.00	0.00	34.00
12/23/2011	8.00	0.00	26.00
12/22/2011	2.00	0.00	18.00
11/25/2011	8.00	0.00	16.00
11/11/2011	8.00	0.00	8.00

Balances are as of the specified Accrual Date.

Compensatory Time

Employee ID

Security Officer III

Employment Record 0

Actions

Comp Time Balance Summary

Compensatory Time Off PlanCOMP_LEAVE

Expiration PeriodYears

Date05/18/2020

Period Count1

Balance at Start of Day24.00

Show Time Expiring in

Next 30 Days

Expiring Time Earned

Expiration Date	Quantity	Ending Balance
05/27/2020	8.00	16.00

[Return to Timesheet](#)

[Manager Self Service](#)

[Time Management](#)

[Return to Timesheet](#)



Reviewing Absence/Leave Balances (continued)

Absence Administrators may need to review an employee's current absence/leave balances before taking action. Leave balances are available to view whether your agency enters transactions directly in Cardinal or uploads through the interface. However, where the absence/leave balances can be found in Cardinal depends on the type of absence/leave.

- Absences, with the exception of Compensatory and Overtime Leave, can be viewed on the following pages:
 - **Review Absence Balances** page
 - **Timesheet** page (**Absence** tab)
- Compensatory and Overtime Leave can be viewed on the following pages:
 - **Leave Balances** page
 - **Timesheet** page (**Leave/Compensatory Time** tab)



Review Absence Balances

Navigation: Navigator > Global Payroll and Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

1. Enter **Search Criteria** information for the applicable employee. It is recommended to use the Employee ID as it is a unique identifier for each employee.
2. Click the **Search** button.
3. If more than one employee displays in the search results based on your search criteria, select the applicable employee by clicking the corresponding **Empl ID** link. If there is only one employee that meets the search criteria, the **Review Absence Balances** page displays.

Review Absence Balances

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300):

300

Search

Clear

Basic Search

Save Search Criteria



Review Absence Balances (continued)

The **Review Absence Balances** page contains two tabs:

- **Current Balance**
- **Forecast Balance**

The default tab is **Current Balance**. This tab displays the year-to-date absence balances for each absence type.

These balances are from the most recent closed pay period and do not reflect accruals earned or hours taken after the pay period end date.

Current Balance

Forecast Balance

Employee ID Empl Record 0 Name

Absence Entitlement Current Balance

Accumulator Balance

User Keys

||>

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View All

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	VAC ENT ELEM	VAC ENT ELEM_BAL	32.400000	01/10/2019	01/09/2020
Year to Date	SRL ENT ELEM	SRL ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	SDP ENT ELEM	SDP ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	SCK ENT ELEM	SCK ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	PLL ENT ELEM	PLL ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	PHE ENT ELEM	PHE ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	PER ENT ELEM	PER ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	PD2 ENT ELEM	PD2 ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	PD1 ENT ELEM	PD1 ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020
Year to Date	PAR ENT ELEM	PAR ENT ELEM_BAL	0.000000	01/10/2019	01/09/2020

Return to Search

Notify

Refresh



Review Absence Balances – Forecast Balance

The **Forecast Balance** tab allows you to forecast a specific absence type for the employee as of a past or future date. Follow the steps below to review the forecast for a specific absence type:

- 1. In the **Absence Take Element** field, select the type of absence being forecasted using the **Look Up** icon.
- 2. In the **As Of Date** field, enter the date for which you want to forecast the balance.
- 3. Click the **Forecast** button.
- 4. Review the leave balance, in hours, for the leave type and date selected.

Current Balance

Forecast Balance

Employee ID

Empl Record 0

Name

Absence Take Element

VAC TAKE ELEM

As Of Date

06/16/2020

Forecast

Forecast Balance Results Detail

1-1 of 1

View All

Forecast Results

Accumulator Results

User Keys

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
VAC TAKE ELEM	VAC ENT ELEM_BAL	Accumulatr	98.400000		

Return to Search

Notify

Refresh

Current Balance

Forecast Balance



Viewing Absence Balances on the Employee Timesheet

Absence balances can also be viewed on the employee Timesheet using the **Absence** tab. Navigate to the Timesheet using the following path:

Team Time Tile > Timesheet

The **Timesheet Summary** page displays.

1. Enter the **Employee Selection Criteria** in the corresponding fields.

Note: Using very specific or combinations of Employee Selection Criteria values gives you quicker results and reduces the possibility of system overload and timing out.

2. Click the **Get Employees** button.
3. Click the **Last Name** link for the applicable employee within the search results at the bottom of the page.

The screenshot shows the 'Timesheet Summary' page. On the left is a sidebar with 'Timesheet' selected. The main area is titled 'Report Time Timesheet Summary'. Under 'Employee Selection', there is a table of selection criteria with search boxes for each. The 'Employee ID' field is highlighted with a red box. To the right of this table are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'. Below this is a 'Change View' section with a 'View By' dropdown set to 'Week', a date field showing '06/16/2020', and checkboxes for 'Show Schedule Information'. There are also links for 'Previous Week' and 'Next Week'. Below this is a section for 'Employees For' with a date range 'Totals From 06/15/2020 - 06/21/2020'. At the bottom is a table with columns: Last Name, First Name, Employee ID, Empl Record, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Reported Absence, Hours Approved or Submitted, and Denied Hours. The first row of the table has the 'Last Name' cell highlighted with a red box.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	0.00	0.00	40.00			0.00	0.00



Viewing Absence Balances on the Employee Timesheet (continued)

The **Timesheet** page displays.

4. Click the **Absence** tab.

The **Absence Events** tab displays. The absence balances display for the employee under the **Absence Entitlement Balances** section of the page.

These balances are from the most recent closed pay period and do not reflect accruals earned or hours taken after the pay period end date.

The screenshot shows the 'Absence' tab selected in the top navigation bar. Below it, the 'Absence Events' section is visible, featuring a table with columns: Select, *Start Date, End Date, Absence Name, Reason, Unit Type, Details, and Status. A row is shown with a checkbox in the 'Select' column and 'Details' in the 'Details' column. Below the table is an 'Add Absence Event' button. The 'Approval' section contains buttons for 'Select All', 'Deselect All', 'Approve', and 'Deny'. The 'Absence Entitlement Balances' section is highlighted with a red border and contains a table with columns: Entitlement Name, Balance as of 01/09/2020**, From, To, and Accrual Period. The table lists six entitlements: Service Recognition Leave, Other Leave, Parental Leave, Family Medical Leave, VSDP Sick Leave, and Sick Leave, each with a balance of 0.00 Hours except for VSDP Sick Leave at 26.00 Hours. A dropdown menu at the top right of the table shows '1-27 of 27'.

Entitlement Name	Balance as of 01/09/2020**	From	To	Accrual Period
Service Recognition Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Other Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Sick Leave	26.00 Hours	01/10/2019	01/09/2020	Year to Date
Sick Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date



Viewing Compensatory and Overtime Leave Balances

Absence Management Administrators can view and make adjustments, if necessary, to compensatory and overtime leave from the employee's Timesheet.

Navigate to the employee Timesheet using the following path:

Team Time Tile > Timesheet

The **Timesheet Summary** page displays.

1. Enter the **Employee Selection Criteria** in the corresponding fields.

Note: Using very specific or combinations of **Employee Selection Criteria** values gives you quicker results and reduces the possibility of system overload and timing out

2. Click the **Get Employees** button.
3. Click the **Last Name** link for the applicable employee within the search results at the bottom of the page.

The screenshot shows the 'Timesheet Summary' page. On the left is a sidebar with navigation options: Enter Time, Timesheet (highlighted), Time Summary, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, Leave Balances, Request Absence, Cancel Absences, View Requests, Absence Balances, Manage Exceptions, and Reporting Locations. The main content area is titled 'Report Time Timesheet Summary'. It features an 'Employee Selection' section with a table of criteria and search fields. The 'Employee ID' field is highlighted with a red box. To the right of this section are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'. Below the selection criteria is a table of search fields including Last Name, First Name, Business Unit, Job Code, Department, Reports To Position Number, Location Code, Workgroup, and Position Number. At the bottom of the page, there is a 'Change View' section with a 'View By' dropdown set to 'Week', a date field set to '06/16/2020', and checkboxes for 'Show Schedule Information'. Below this is a section for 'Employees For' with a date range 'Totals From 06/15/2020 - 06/21/2020'. A table of search results is displayed with columns: Last Name, First Name, Employee ID, Empl Record, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Reported Absence, Hours Approved or Submitted, and Denied Hours. The first row of results has a red box around the 'Last Name' cell.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.00	0.00	0.00			0.00	0.00



Viewing Compensatory and Overtime Leave Balances (continued)

The **Timesheet** page displays. The **Leave/Compensatory Time** tab is only available for employees who are eligible for compensatory or overtime leave and is only visible if the employee has a balance or had a balance previously.

4. Click the **Leave/Compensatory Time** tab to view the available balances.

Timesheet

Security Officer III

Actions

Employee ID

Empl Record 0

Time Reporting Type Positive

Earliest Change Date 11/11/2019

Select Another Timesheet

*View By Week

Previous Week Next Week

*Date 06/15/2020

Reported Hours 0.00

From Monday 06/15/2020 to Sunday 06/21/2020

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code

Save for Later

Submit

Apply Schedule

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Reported Time Status



Viewing Compensatory and Overtime Leave Balances (continued)

The **Leave/Compensatory Time** tab displays in the bottom portion of the page.

5. Click the corresponding **Comp_Leave** link in the **Plan** column to view more details about the comp or overtime leave.

Save for LaterSubmitApply Schedule

Reported Time StatusSummaryLeave / Compensatory TimeAbsenceExceptions

Leave and Compensatory Time Balances ?

1-1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	16.00	0	120	

[Return to Select Employee](#)
[Approve Absence](#)
[Manager Self Service](#)
[Time Management](#)



Viewing Compensatory and Overtime Leave Balances (continued)

The **Compensatory Time** page displays and provides more information about the balance and, if applicable, expiration information.

6. Review the balance and expiration information as needed.

Compensatory Time

Employee ID

Security Officer III

Employment Record 0

[Actions](#)

Comp Time Balance Summary ?

Compensatory Time Off Plan	COMP_LEAVE	Expiration Period	Years
Date	06/15/2020	Period Count	1
Balance at Start of Day	16.00		

*Show Time Expiring in

Next 30 Days

Expiring Time Earned ?

Expiration Date	Quantity	Ending Balance
	0.00	0.00

[Return to Timesheet](#)

[Manager Self Service](#)

[Time Management](#)

[Return to Timesheet](#)



Viewing Compensatory and Overtime Leave Balances (continued)

Navigate directly to the **Leave Balances** page to view balances using the following path:

Team Time Tile > Leave Balances

The **Leave Balances** page displays.

1. Click the **Filter** button to access information for a specific employee.

The **Filters** pop-up window displays.

2. Enter criteria to select the employee you want to access.

Note: Using very specific or combinations of **Employee Selection Criteria** values gives you quicker results and reduces the possibility of system overload and timing out.

3. Click the **Done** button.

The screenshot shows the 'Team Time' interface with a sidebar on the left containing 'Timesheet', 'Payable Time', 'Leave Balances' (highlighted), and 'Manage Exceptions'. The main area is titled 'Leave Balances' and includes the instruction 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this are two buttons: 'Get Employees' and 'Filter' (highlighted with a red box).

The screenshot shows the 'Filters' pop-up window with a 'Cancel' button on the top left and a 'Done' button (highlighted with a red box) on the top right. The window contains several search criteria, each with a text input field and a magnifying glass icon: 'Time Reporter Group', 'Employee ID', 'Last Name', 'First Name', 'Business Unit', 'Job Code', 'Department', 'Reports To Position Number', 'Location Code', and 'Workgroup'.



Viewing Compensatory and Overtime Leave Balances (continued)

The **Leave Balances** page displays.

4. Click the **Select Employee** checkbox for the applicable employee.

The **Leave Balances Summary (In Hours)** displays. You can only view balances on this page. You cannot make entries or adjustments on this page.

5. Review the balance information as needed.
6. To see more details about the leave, click anywhere on the applicable Leave Type row.

Leave Balances

Select Employee

1 row

Name/Title

Exceptions

Hours to be Approved

☐

Security Officer III

Leave Balances

Security Officer III

Return to Select Employee

Leave Balances Summary (In Hours)

Leave Type	Balance	Maximum Balance
COMP_LEAVE	16.00	120 >



Viewing Compensatory and Overtime Leave Balances (continued)

The **Leave Balance Details** section displays in the bottom portion of the page.

7. Review the following detailed leave balance information as needed:
 - a. Accrual Date
 - b. Earned
 - c. Taken
 - d. Balance

Leave Balance Details

Accrual Date	Earned	Taken	Balance
10/26/2019	0.00	8.00	56.00
10/14/2019	8.00	0.00	64.00
09/28/2019	0.00	8.00	56.00
09/02/2019	8.00	0.00	64.00
08/29/2019	0.00	8.00	56.00
05/27/2019	8.00	0.00	64.00
05/17/2019	0.00	8.00	56.00
02/18/2019	8.00	0.00	64.00
02/14/2019	0.00	8.00	56.00

Balances are as of the specified Accrual Date.



Absence Event Page

The **Absence Event** page provides a consolidated view of all absence events for the employee within a selected date range and includes the absence take code, description, dates, duration, approval, and processing status.

Absence Management Administrators can enter, modify, delete, or void an absence event on behalf of an employee for various reasons, whether absences were keyed online or interfaced.

Note: Compensatory and Overtime leave are entered and modified on the **Timesheet** page. All other absences are managed on the **Absence Events** page.

Interfacing Agencies

Interfacing agencies are recommended to change/correct absence information in their source system so that it automatically uploads into Cardinal. This ensures that both systems are in sync and avoids the need to make adjustments in two systems.

For details about interfacing absences, errors, and error messages as well as steps to correct errors, see the Job Aid titled **TA372 Interface Administration**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



Absence Event Search Page

Navigation: Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

The **Absence Event** page displays.

1. Enter the **Search Criteria** in the corresponding field(s).

Note: Using very specific or combinations of **Search Criteria** values gives you quicker results and reduces the possibility of system overload and timing out.

2. Click the **Search** button.
3. If multiple search results display, click the applicable **Empl ID** link of the employee to access the **Absence Event** page.

Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300):

300

Search

Clear

Basic Search



Save Search Criteria



Absence Event Page (Tabs)

The **Absence Event** page displays.

There are two tabs located at the top of the page:

- **Absence Event Entry** - Displays all absence requests and events that have been entered for the employee. This is the default tab for this page.
- **Forecast Messages** - Displays messages related to extended leave.

Absence Event EntryForecast Messages

Employee ID Empl Record 0 Name
From 03/18/2020 Through 09/14/2020 Refresh Forecast

Absence Events ?

Absence TakeProcess StatusForecast Value

1-1 of 1View All

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	06/12/2020	06/12/2020		Normal	<input type="checkbox"/>	06/12/2020	Details	Manager Timesheet	Submitted	+	-

SaveReturn to SearchNotifyRefresh

Absence Event Entry | Forecast Messages



Absence Event Page (Header)

The Header on the **Absence Event Entry** tab includes **Employee ID** (number), **Empl Record**, and **Name**.

The **From** and **Through** fields identify the date range of data displayed in the **Absence Events** section. Click the **Refresh** button after updating the **From** or **Through** date to refresh the data displayed.

Absence Event Entry

Forecast Messages

Employee ID

Empl Record 0

Name

From 03/18/2020

Through 09/14/2020

Refresh

Forecast

Absence Events

Absence Take

Process Status

Forecast Value

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	06/12/2020	06/12/2020		Normal	<input type="checkbox"/>	06/12/2020	Details	Manager Timesheet	Submitted	+	-

Save

Return to Search

Notify

Refresh

Absence Event Entry

Forecast Messages



Absence Event Page (continued)

Use the **Forecast** button after an absence event is added or modified in order to ensure that the employee is eligible for the absence type selected and has sufficient balances available for use. This button must be clicked whenever you enter a leave type that requires forecasting.

Click the **View All** link if there are more than ten absences.

[New window](#) | [Help](#) | [Personalize Page](#)

[Absence Event Entry](#)

[Forecast Messages](#)

Employee ID

Empl Record 0

Name

From

Through

[Refresh](#)

[Forecast](#)

Absence Events [?](#)

[Absence Take](#)

[Process Status](#)

[Forecast Value](#)

||>

[Q](#)

[1-1 of 1](#)

[View All](#)

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
<input type="text" value="VAC TAKE ELEM"/> Q	Vacation	<input type="text" value="08/12/2020"/>	<input type="text" value="08/12/2020"/>	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="08/12/2020"/>	Details	Manager Timesheet	Submitted	+	-

[Save](#)

[Return to Search](#)

[Notify](#)

[Refresh](#)

[Absence Event Entry](#) | [Forecast Messages](#)



Absence Events Section

The **Absence Events** section displays all absence requests and events entered in Cardinal for the employee, regardless of the entry source or workflow status. There are three tabs in this section:

- **Absence Take** – Displays details about the absence take (e.g., absence, begin and end date, entry source).
- **Process Status** – Displays the status of the absence event as it relates to processing.
- **Forecast Value** – After you forecast leave, click this tab to review the results as to whether an employee is eligible or not.

[New Window](#) | [Help](#) | [Personalize Page](#)

Absence Event EntryForecast Messages

Employee ID Empl Record 0 Name
From 03/18/2020 Through 09/14/2020 Refresh Forecast

Absence Events ?

1-1 of 1 View All

Absence TakeProcess StatusForecast Value

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	08/12/2020	08/12/2020	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	06/12/2020	Details	Manager Timesheet	Submitted		

Save Return to Search Notify Refresh

Absence Event Entry | [Forecast Messages](#)



Absence Take Tab

The **Absence Take** tab includes the following fields:

- **Absence Take** – Type of absence
- **Description** – Description of the specific absence type
- **Begin Date** – Start date of the absence
- **End Date** – End date of the absence

It is recommended, for reporting purposes, to enter separate requests in each pay period, instead of one, when entering a range of dates that crosses pay periods.

[New Window](#) | [Help](#) | [Personalize Page](#)

Absence Event EntryForecast Messages

Employee ID Empl Record 0 Name
From 03/18/2020 Through 09/14/2020

Absence Events

Absence TakeProcess StatusForecast Value

1-1 of 1 View All

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	08/12/2020	08/12/2020	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	06/12/2020	Details	Manager Timesheet	Submitted	<input type="button" value="+"/>	<input type="button" value="-"/>

Absence Event Entry | [Forecast Messages](#)



Absence Take Tab (continued)

Absence Event tab fields continued:

- **Partial Hours** - When applicable, this field displays the number of partial hours entered on the **Absence Event Input Detail** page for the absence event.
- **Process Action** - The options are “**Normal**” and “**Void**”. Void is used when voiding a processed absence event.
- **Voided** - Displays a checkmark when the absence event was voided by an Absence Management Administrator after the Calculate Absence and Payroll process has been run.
- **Original Begin Date** - This date should always be the same as the absence event’s begin date and will default when the **Begin Date** field is initially populated for the absence event.

[New Window](#) | [Help](#) | [Personalize Page](#)

Absence Event EntryForecast Messages

Employee ID Empl Record 0 Name
From 03/18/2020 Through 09/14/2020 Refresh Forecast

Absence Events ?

Absence TakeProcess StatusForecast Value

1-1 of 1View All

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	08/12/2020	08/12/2020	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	08/12/2020	Details	Manager Timesheet	Submitted	+	-

SaveReturn to SearchNotifyRefresh

Absence Event Entry | [Forecast Messages](#)



Absence Take Tab (continued)

Absence Event tab fields continued:

- **Details** - Provides a link to the **Absence Event Input Detail** page where you can view additional details about an existing absence event or to enter details about a new absence event
- **Entry Source** - The last source of entry or modification for the absence event (e.g., Employee Timesheet, Manager Timesheet, etc.) for Interface will say “**TA758 Absence Upload**”
- **Workflow Status** - The current status of the absence event (e.g., “**Saved**”, “**Submitted**”, “**Approved**”, “**Cancelled**”, or “**Voided**”)
- **[+]** - **Add a New Row** icon
- **[-]** - **Delete Row** icon

[New Window](#) | [Help](#) | [Personalize Page](#) |

Absence Event Entry

Forecast Messages

Employee ID Empl Record 0 Name
From Through

Absence Events

1-3 of 3

Absence Take

Process Status

Forecast Value

*Absence Take^	Description	*Begin Date ▾	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
<input type="text" value="MLD TAKE ELEM"/>	Military Leave Disaster	<input type="text" value="12/19/2019"/>	<input type="text" value="12/19/2019"/>	<input type="text"/>	Normal	<input type="checkbox"/>	<input type="text" value="12/19/2019"/>	Details	Administrator Absence Event	Approved		
<input type="text" value="BMO TAKE ELEM"/>	Bone Marrow/Organ Donations	<input type="text" value="12/18/2019"/>	<input type="text" value="12/18/2019"/>	2.00	Normal	<input type="checkbox"/>	<input type="text" value="12/18/2019"/>	Details	TA758 Absence Upload	Approved		
<input type="text" value="WCI TAKE ELEM"/>	Worker's Comp (Day of Injury)	<input type="text" value="12/16/2019"/>	<input type="text" value="12/16/2019"/>	2.00	Normal	<input type="checkbox"/>	<input type="text" value="12/16/2019"/>	Details	TA758 Absence Upload	Approved		

Absence Event Entry | [Forecast Messages](#)



Process Status Tab

The **Process Status** tab displays the status of the absence event as it relates to processing.

The **Status** field value of “**Finalized**” changes to “**Not Processed**” when an absence event from a prior pay period is modified in the current pay period. Valid Status values are:

- **Not Processed** – newly entered absence or absence from prior or current period that was modified and not yet processed
- **Processed** – absence was processed during the current calendar processing
- **Finalized** – absence was processed in a prior period and is not currently up for processing

Absence Event EntryForecast Messages

Employee ID Empl Record 0 Name
From 03/18/2020 Through 08/14/2020 Refresh Forecast

Absence Events ?
 1-1 of 1 View All
Absence TakeProcess StatusForecast Value

*Absence Take	Description	*Begin Date	End Date	Status	Calendar Group ID	Process Date		
VAC TAKE ELEM <input type="text"/>	Vacation	08/12/2020 <input type="text"/>	08/12/2020 <input type="text"/>	Not Processed			+	-

SaveReturn to SearchNotifyRefresh

Absence Event Entry | Forecast Messages



Forecast Value Tab

The **Forecast Value** tab identifies in the **Forecast Value** field whether the employee is “**Eligible**” or “**Ineligible**” for the absence event(s). This tab should be reviewed after entering an absence event for the employee and clicking the **Forecast** button.

Additional information can be reviewed by clicking the **Forecast Details** link.

Absence Event EntryForecast Messages

Employee ID
From 03/18/2020
Empl Record 0
Through 09/14/2020
Name
RefreshForecast

Absence Events ?
Absence TakeProcess StatusForecast Value
*Absence TakeDescription*Begin DateEnd DateForecast ValueForecast Date TimeForecast Details
VAC TAKE ELEMVacation06/12/202006/12/2020ELIGIBLE06/16/2020 12:06PMForecast Details
SaveReturn to SearchNotifyRefresh
Absence Event Entry | Forecast Messages



Absence Forecast Results Page

The **Absence Forecast Results** page displays in a pop-up window. The expected remaining balance, paid hours, and unpaid hours display for the corresponding absence event. This page is especially helpful if the forecast value is “**Ineligible**” as it shows how many hours, if any, are eligible and how many are not.

In this example, the employee is eligible to be paid for the full vacation absence of 8 hours. **VAC FORECAST PAID** shows 8 hours will be paid, **VAC FORECAST UNPD** shows 0 hours will be unpaid, and the remaining VACATION balance on that day is expected to be **184** hours (**VAC ENT ELEM_BAL**) after the 8-hour take is deducted.

Absence Forecast Results

Help

[Absence Event](#)

Absence Forecast Results

Absence Take ElementVAC TAKE ELEM

Begin Date06/12/2020

Absence TypeVacation

End Date06/12/2020

Forecast ValueELIGIBLE

Forecast Date Time06/16/2020 12:08PM

Absence Forecast Result Details

Forecast Results

Accumulator Results

User Keys 1-3

User Keys 4-6

1-3 of 3View All

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
VAC TAKE ELEM	VAC ENT ELEM_BAL	Accumulatr	184.000000		
VAC TAKE ELEM	VAC FORECAST PAID	Accumulatr	8.000000		
VAC TAKE ELEM	VAC FORECAST UNPD	Accumulatr	0.000000		

Return



Insufficient Balance vs Forecast Error

If the **Forecast Value** indicates it is “**Ineligible**” due to an insufficient balance and the employee does not agree, be sure to investigate it. You may need to make a balance adjustment due to an error. Any hours not covered by the balance are processed as **LNP** (Pay Dock) if the absence event is processed.

Absence Forecast Results

Absence Event

Absence Forecast Results

Absence Take Element CSL TAKE ELEM

Absence Type Vol Srv Lv

Forecast Value INELIGIBLE

Begin Date 06/22/2020

End Date 06/26/2020

Forecast Date Time 06/18/2020 3:57PM

Absence Forecast Result Details

Forecast Results

Accumulator Results

User Keys 1-3

User Keys 4-6

1-3 of 3

View All

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
CSL TAKE ELEM	CSL ENT ELEM_BAL	Accumulatr	0.000000		
CSL TAKE ELEM	CSL FORECAST PAID	Accumulatr	9.000000		
CSL TAKE ELEM	CSL FORECAST UNPD	Accumulatr	31.000000		

Return



Entering/Modifying Compensatory and Overtime Leave on the Timesheet

Make an entry/adjustment to compensatory or overtime leave, on behalf of an employee, from the employee's Timesheet.

Navigate to the **Timesheet Summary** page using the following path:

Team Time Tile > Timesheet

The **Timesheet Summary** page displays.

1. Enter the **Employee Selection Criteria** in the corresponding fields.

Note: Using very specific or combinations of **Employee Selection Criteria** values gives you quicker results and reduces the possibility of system overload and timing out.

2. Click the **Get Employees** button.
3. Within the search results at the bottom of the page, click the **Last Name** link for the applicable employee.

Timesheet

Enter Time

Timesheet

Time Summary

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Leave Balances

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Reporting Locations

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Change View

*View By: ☒ Show Schedule Information

Date: 06/16/2020

Employees For 1-1 of 1

Time Summary **Demographics**

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[Red Box]			0	0.00	0.00	0.00			0.00	0.00



Entering/Modifying Compensatory and Overtime Leave on the Timesheet (continued)

The **Timesheet** displays.

Note: Compensatory and Overtime leave are entered and modified on the **Timesheet** page. All other absences are managed on the **Absence Events** page.

Timesheet

Security Officer III

Actions ▾

Employee ID

Empl Record 0



Time Reporting Type Positive

Earliest Change Date 11/11/2019

Select Another Timesheet

*View By Week ▾

Previous Week Next Week

*Date 06/15/2020  

Reported Hours 0.00

From Monday 06/15/2020 to Sunday 06/21/2020 ?

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21
8	8	8	8	8		

For detailed steps about how to adjust compensatory and overtime leave, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



Retroactive Processing

Retroactive Processing key points:

- Employees, timekeepers, and supervisors enter or make adjustments up to 90 days in the future and 90 days in the past.
- Absence Management Administrators can process prior period adjustments (e.g., absence entry and balance adjustments) up to one year in the past.
- Absence Management Administrator can make manual balance adjustments more than a year in the past as needed.



Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.





Lesson Checkpoint



1. True or False. All leave balances can be viewed on the **Review Absence Balances** page in Cardinal.



2. True or False. Absence Management Administrators can modify, delete, or void absences on the **Absence Event** page.



3. True or False. If you enter an absence on the **Absence Event** page, you do not need to forecast the absence like you do on the **Timesheet** page.



Lesson Summary

2

Reviewing and Entering Absence Events

In this lesson, you learned:

- How to review employee absence balances
- How to enter and modify absence requests and events



Lesson

3

Managing Extended Leave

This lesson covers:

- Managing Extended Leave
- Entering and Approving Extended Leave



Managing Extended Leave Overview

As an Absence Management Administrator, you are responsible for entering extended leave in Cardinal for eligible employees. Once you have received documentation for an employee, the appropriate extended leave must be entered in Cardinal per Commonwealth and agency policies.

An employee's eligibility and approval for extended absences is determined by Human Resources. The HR Administrator is responsible for ensuring an employee's job data record reflects the appropriate status and other job values while an employee is on an extended leave.

Extended leave includes the following:

- Family Medical Leave (FML)
- Short Term Disability (STD/STL)
- Long Term Disability (LTD)
- Workers' Compensation (WCL/WCP/WCS/WCI)
- Disability Credits (DSK)



Managing Extended Leave Overview (continued)

The following job data values impact extended leave in Absence Management:

- **Action:** There are several action values that impact if an employee is calculated by the Absence Calculation process and the stopping/starting of some leave accruals relative to the effective date on the job record. The Action Reason code does not have any impact on absences.
 - **Paid Leave on Absence, Long Term Disability with Pay, and Short Term Disability with Pay:** These job data actions keep employees in an active Leave with Pay status so that absences can be reported and processed by the Absence Calculation process. For employees on Leave for 90 plus days (unless LNP or DLR absences are used during a period), the semi-monthly accruals will cease after 90 consecutive days until the employee returns from leave
 - **Leave of Absence – Unpaid:** This Job Data action indicates the employee is not expected to have any time or absences reported and the employee will not be processed by the Absence Calculation process or receive any absence accruals until they return from leave
 - **Return from Leave:** This Job Data action returns an employee from either a “Paid Leave of Absence” or “Leave of Absence-Unpaid” status. Leave accruals, if previously stopped, resume upon the first full period after the employee returns to work.
- **Holiday Schedule:** Employees may be moved to the HOLSTD holiday schedule with no holidays while on leave with pay. This allows extended absence types to be entered and processed on holiday pay.
- **Paygroup:** Employees may be moved to a special no pay paygroup while on leave.



Entering and Approving Extended Leave

- Extended leave absence events do not automatically display as “Approved” and do not route for approval via workflow or generate a worklist item.
- Cardinal recommends a second Absence Management Administrator approves the absence.
 - The Absence Management Administrator that enters the request will need to notify the second Absence Management Administrator at your agency to approve the request.
 - In cases where there is only one Absence Management Administrator within the agency, the same Absence Management Administrator that enters the absence event is also able to approve it.



Entering and Managing Extended Absences

Navigation: Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

The **Absence Event** page displays.

1. Enter the **Search Criteria** in the corresponding field(s).

Note: Using very specific or combinations of **Search Criteria** values gives you quicker results and reduces the possibility of system overload and timing out.

2. Click the **Search** button.
3. If multiple search results display, click the applicable **Empl ID** link of the employee to access the **Absence Event** page.

Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search

Clear

Basic Search

Save Search Criteria



Entering and Managing Extended Absences (continued)

The **Absence Event** page displays for the applicable employee.

Several specific tasks may need to be completed when entering and managing an extended absence in Cardinal. The specific tasks required vary based on the type of extended absence:

- Checking Absence Tracking Accumulators
- Entering Concurrent Absence Events
- Obtaining Approval

Absence Event Entry

Forecast Messages

Employee ID

Empl Record 0

Name

From 03/18/2020

Through 09/14/2020

Refresh

Forecast

Absence Events

Absence Take

Process Status

Forecast Value

*Absence Take

Description

*Begin Date

End Date

Partial Hours

*Process Action

Voided

Original Begin Date

Details

Entry Source

Workflow Status

FML TAKE ELEM

Family and Medical Leave

08/01/2020

08/12/2020

Normal

08/01/2020

Details

Administrator Absence Event

Approved

+

-

Save

Return to Search

Notify

Refresh

Absence Event Entry

Forecast Messages



Checking Absence Tracking Accumulators

Cardinal uses accumulators to track the hours or days of absence usage (accumulated time) based on pre-defined business rules. Before entering an extended absence request, you may want to review the accumulator values for the extended leave type(s) you plan to enter.

The accumulators used for the various extended absence types include:

- **FML** (Family and Medical Leave): Three tracking accumulators are used to track FML hours used.
 - The “**FML ENT ELEM TAKE**” accumulator tracks FML used in the leave year, regardless of absence reason (includes Employee, Family, and Military FML)
 - The “**FML EMP/FAM BAL**” accumulator tracks FML used in the leave year with an absence reason of “Employee” or “Family”
 - The “**FML MILITARY BAL**” accumulator tracks FML used in the leave year with an absence reason of “Military”. Some military leave accumulators track based on the federal fiscal year (10/1 – 9/30)
- **STD** (Short Term Disability): The “**STD TAKE BAL DAYS**” accumulator tracks the total STD taken in the leave year in days rather than hours. It also includes holidays and weekends that fall during a consecutive Short Term Disability period.
- **LTD** (Long Term Disability): Similar to STD, the “**LTD TAKE BAL DAYS**” accumulator tracks the total LTD taken in the leave year in days rather than hours. It also includes holidays and weekends that fall during a consecutive Long Term Disability period.
- **WCL/WCP** (VSDP Workers’ Compensation Pay/Workers’ Compensation): The “**WCL TAKE BAL DAYS**” accumulator tracks the total WCL or WCP taken in the leave year in days rather than hours. It also includes holidays and weekends that fall during a consecutive Workers’ Compensation period.



Extended Absences

Extended absences track employee usage. WCL/WCP/WCS (Workers' Compensation Supplement) extended absences generate charge distributions to allocate salary costs.

FML is used exclusively for tracking and reporting. FML runs concurrently with other absence types and the employee's eligibility is determined outside of Cardinal.

FML does not generate earnings for payroll and distribution; therefore, you must **enter another absence take concurrent with the FML date range to generate earnings** for the employee (e.g., SCK (Traditional Sick), VAC (Vacation), CPT (Compensatory Leave Taken)). An example is shown below. If an employee has no available balances, enter LNP (Pay Docking). However, use of LNP should be avoided if possible and coordinated with the employee as needed.

Absence Event EntryForecast Messages

Employee ID

Empl Record0

Name

From03/18/2020

Through09/14/2020

Refresh

Forecast

Absence Events

Absence Take

Process Status

Forecast Value

*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
VAC TAKE ELEM	Vacation	06/01/2020	06/12/2020	ELIGIBLE	06/16/2020 4:18PM	Forecast Details	+	-
FML TAKE ELEM	Family and Medical Leave	06/01/2020	06/12/2020	ELIGIBLE	06/16/2020 4:18PM	Forecast Details	+	-

Save

Return to Search

Notify

Refresh

Absence Event Entry | Forecast Messages



Managing Concurrent Extended Absence Events

Using FML does not affect the charge distributions that allocate salary costs. The absence types used concurrently with FML create the charge distributions that allocate salary costs. However, FML and other extended leaves will be visible on the employee's Timesheet in Self Service.

In the example below, FML and VAC were entered on the **Absence Events** page. Once forecasted and approved, they display on the employee's Timesheet as depicted.

From Sunday 12/06/2020 to Saturday 12/12/2020 ?

Sun 12/6	Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Total	Time Reporting Code	*Task
		8.00	8.00	8.00	8.00		32.00	VAC - Vacation	24200
		8.00	8.00	8.00	8.00		32.00	FML - Family Medical Leave	24200

Reported Time Status

Summary

Absence

Exceptions

Payable Time

Reported Time Status

1-8 of 8

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/08/2020	Approved	8.00	FML	Family Medical Leave	8.00	
12/08/2020	Approved	8.00	VAC	Vacation	8.00	
12/09/2020	Approved	8.00	FML	Family Medical Leave	8.00	



Managing Concurrent Extended Absence Events (continued)

If an extended absence, (e.g., FML, STD, LTD, WCL/WCP/WCS) is used concurrently with CPT (Compensatory Leave Taken) or OTT (Overtime Leave Taken), the CPT and OTT takes must be entered on the employee's Timesheet.

From Monday 12/02/2019 to Sunday 12/08/2019 ?

Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Sun 12/8	Total	Time Reporting Code
8.00	8.00						16.00	FML - Family Medical Leave
<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CCL - Compensatory Leave Taken <input checked="" type="checkbox"/>

Save for Later

Submit

Apply Schedule

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Payable Time

Leave and Compensatory Time Balances ?

Q

1-2 of 2 ☒

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	104.00	0	1000	
Comp Time	OT_LEAVE	108.00	0	1000	

[Return to Select Employee](#)

[Approve Absence](#)

[Manager Self Service](#)

[Time Management](#)



Extended Absences – Family and Medical Leave (FML)

In order for the employee to take FML in Cardinal, the Absence Management Administrator must enter a balance adjustment to grant the employee hours.

Note: It is critical to always enter an Absence Reason for all leave. For example, for an FML event, selection of FML Employee, FML Family, or FML Military will ensure proper accumulator tracking.

FML is available for selection on the Timesheet, but is typically only entered on the Timesheet if the leave is intermittent rather than consecutive. If the FML is to be entered by the employee/timekeeper/manager on the Timesheet, the Absence Management Administrator will still need to grant the appropriate FML hours as a balance adjustment.

For more information about entering extended leave types, see the Job Aid titled **TA374 Extended Leave Processing**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



Extended Absences – Short Term Disability (STD)

Only the Absence Management Administrator can enter STD on the **Absence Event** page. STD can be entered on the same date as other leave types to report scheduled hours that are not worked or covered by STD. If two types cannot be used concurrently, per policy, then Cardinal displays an error message.

Follow the Commonwealth and agency policies regarding specifics about what to enter regarding Short Term Disability time on the **Absence Event** page. For more information about Short Term Disability, see the Job Aid titled **TA374 Extended Leave Processing**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Absence Event EntryForecast Messages

Employee ID

Empl Record0

Name

From12/29/2019

Through04/04/2021

Refresh

Forecast

Absence Events ?

Absence Take

Process Status

Forecast Value

||>

*Absence Take±	Description	*Begin Date▼	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source
STD TAKE ELEM	VSDP Short Term Disability	12/07/2020	12/11/2020	6.40	Normal	<input type="checkbox"/>	12/07/2020	Details	Administrator Ab
VAC TAKE ELEM	Vacation	12/07/2020	12/11/2020	1.6	Normal	<input type="checkbox"/>		Details	Administrator A

Save

Return to Search

Notify

Refresh



Extended Absences

Long Term Disability (LTD)

Only the Absence Management Administrator can enter LTD on the **Absence Event** page. This benefit lasts until the employee can go back to work or for the number of years stated in the policy.

Workers' Compensation

Workers' compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment. Only the Absence Management Administrator can enter WCL/WCP/WCS on the **Absence Event** page.

Processing Workers' Compensation:

- Absence Management Administrators enter WCL/WCP/WCS on the **Absence Event** page.
- Use STL (STD - Pay Dock) to report unpaid
- Use the **Comments** field on the **Absence Event Comments** page to record the claim number of the absence event.
- Only one Workers' Compensation Leave event can be entered per day.
- Use the **Comments** field to indicate the number of hours charged to each claim when a single Workers' Compensation Leave event is entered and hours need to be charged to multiple claim numbers.

For more information about Long Term Disability, see the Job Aid titled **TA374 Extended Leave Processing**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



Extended Absences – Entering Comments

1. Click the **Details** link associated with the absence event on the **Absence Event** page.

The **Absence Event Input Detail** page displays in a pop-up window.

2. Click the **Comments** link near the bottom of the page.

The **Absence Events Comments** page displays in a pop-up window.

3. Enter the applicable comments and then click the **OK** button.

Character 1 Currency 1

Monetary 1

Decimal 1

Character 2 Currency 2

Monetary 2

Decimal 2

User Defined Fields 3

Date 3

Character 3

Monetary 3 Currency 3

Decimal 3

User Defined Fields 4

Date 4

Character 4

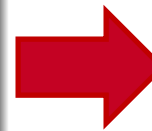
Monetary 4 Currency 4

Decimal 4

Override

Entitlement Adjustment

Comments



Absence Event Comments

[Help](#)

[Absence Event](#)

Absence Event Comments

Comment



Extended Absences – Approving

To approve the extended absence event, the second Absence Management Administrator navigates to the **Absence Event** page for the applicable employee.

1. Identify the appropriate extended absence request and click the **Details** link.

[New Window](#) | [Help](#) | [Personalize Page](#) | [Settings](#)

[Absence Event Entry](#)

[Forecast Messages](#)

Employee ID Empl Record 0 Name
From 03/18/2020 Through 09/14/2020 [Refresh](#) [Forecast](#)

Absence Events

[Absence Take](#) | [Process Status](#) | [Forecast Value](#) | [Filter](#)

1-2 of 2 [View All](#)

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	06/01/2020	06/12/2020	<input type="text"/>	Normal	<input type="checkbox"/>	06/01/2020	Details	Administrator Absence Event	Approved	+	-
FML TAKE ELEM	Family and Medical Leave	06/01/2020	06/12/2020	<input type="text"/>	Normal	<input type="checkbox"/>	06/01/2020	Details	Administrator Absence Event	Needs Approval	+	-

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Absence Event Entry](#) | [Forecast Messages](#)



Extended Absences – Approving (continued)

The **Absence Event Input Details** page displays in a pop-up window.

2. Select the **Manager Approved** checkbox option.
3. Click the **OK** button at the bottom of the page.

Absence Event Input Detail

[Help](#)

Absence Event

Absence Event Input Detail

Absence Take: FML TAKE ELEM

Absence Reason: FME FMLA Employee

Entry Source: Administrator Absence Event

Workflow Status: Needs Approval

*Process Action: Normal

☐ Voided Indicator

☒ **Manager Approved**

Absence Type: Family and Medical Leave Act

Event Priority: 99

Last Updated:

Process Status: Not Processed

Calendar Group ID:

Process Date:

First Processed Date:

Absence Begin / End Data

*Begin Date: 08/01/2020

End Date: 08/12/2020

Original Begin Date: 08/01/2020

Partial Days: None

User Defined Fields

User Defined Field 1

User Defined Field 2

Override

Entitlement:

Adjustment:

Comments

OK Cancel Refresh



Extended Absences – Obtaining Approval (continued)

The **Absence Event** page returns.

- 4. Click the **Forecast** button (even if previously forecasted upon entry).

Absence Event EntryForecast Messages

Employee ID

Empl Record0

Name

From03/18/2020

Through09/14/2020

Refresh

Forecast

Absence Events

Absence Take

Process Status

Forecast Value

VAC TAKE ELEM

FML TAKE ELEM

1-2 of 2

View All

*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
VAC TAKE ELEM	Vacation	06/01/2020	06/12/2020	ELIGIBLE	06/16/2020 4:36PM	Forecast Details	+	-
FML TAKE ELEM	Family and Medical Leave	06/01/2020	06/12/2020	ELIGIBLE	06/16/2020 4:36PM	Forecast Details	+	-

Save

Return to Search

Notify

Refresh

Absence Event Entry | Forecast Messages

69



Extended Absences – Obtaining Approval (continued)

5. Once the forecasting completes, a confirmation message displays in a pop-up window. Click the **OK** button.

The **Workflow Status** field updates to “Approved”.

6. Click the **Save** button.

Forecasting completed covering the period from 2019-10-30 to 2020-06-19. Please check the Forecast Value tab to confirm eligible.(25006, 10)

OK Cancel

New Window | Help | Personalize Page |

Absence Event Entry | Forecast Messages

Employee ID Empl Record 0 Name

From 03/18/2020 Through 09/14/2020 Refresh Forecast

Absence Events ?

Absence Take | Process Status | Forecast Value ||>

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	06/01/2020	06/12/2020		Normal	<input type="checkbox"/>	06/01/2020	Details	Administrator Absence Event	Approved	+	-
FML TAKE ELEM	Family and Medical Leave	06/01/2020	06/12/2020		Normal	<input type="checkbox"/>	06/01/2020	Details	Administrator Absence Event	Approved	+	-

Save Return to Search Notify Refresh

Absence Event Entry | Forecast Messages



Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.





Lesson Checkpoint



1. True or False. Absence Management Administrators are responsible for entering extended leave balances into Cardinal based on documentation received for an employee (HR and/or Payroll).



2. Which extended leave type is used only for tracking and reporting and does not impact the generated charge distributions to allocate salary costs?
 - a) FML
 - b) LTD
 - c) STD
 - d) WCL



3. True or False. While Cardinal allows the same Absence Management Administrator that enters the extended absence to approve it, it is recommended that a second Absence Management Administrator does the approval.



Lesson Summary

3

Managing Extended Leave

In this lesson, you learned:

- How to manage extended leave absence events



Lesson

4

Adjusting Absence Entitlement Balances

This lesson covers:

- Adjusting Absence Entitlement Balances
- Processing Leave Donations
- Zeroing Out Leave Balances
- Identifying Balances for Leave Payout
- Pay Docking



Taking Action on Leave Balances

There are times you may need to take action or communicate information related to leave balances for various reasons.

Scenarios that may require action:

- Manually entering/adjusting entitlement balances (e.g., correcting errors, correcting converted or transfer balances)
- Processing leave donations
- Zeroing out leave balances
- Identifying balances for leave pay out
- Identifying pay docking

Absence Management Administrators have access to enter various leave adjustment TRCs, (e.g., CPO (Comp Time Leave Payout), OCA (Overtime Leave Adjust)).



Balance Adjustments

Where and When to Make Adjustments

The following three pages are used to adjust an employee's leave balance:

- **Timesheet** page: is only used to adjust or remove compensatory and overtime leave balances for terminated employees or employees that are no longer eligible (e.g., from non-exempt to exempt).
- **Supporting Elements** page: this is only used for transferring employees in order to grant vacation and sick balances carried forward from the transferring agency.
- **Absences** page: this is used for all other scenarios not covered by the previous pages listed.

Note: Balance adjustments entered directly into Cardinal on the **Absences** page are not displayed on the employee's Timesheet until the Calendar ID is finalized at the end of the pay period. However, once the balance adjustment is entered, the balance is available to the employee for leave entry. Balance adjustments should be made before leave is entered or interfaced.



When Entitlement Balances are Processed

Understanding when entitlements are processed will help you determine the appropriate period to apply an adjustment. Balances for terminated employees, or other situations where an employee is no longer eligible for leave, should always be zeroed out in the period that contains the employee's last day of work.

Processed at the beginning of the pay period:

- VSDP Personal Leave (PER)
- VSDP Sick Leave (SDP)
- Annual Leave Incentive (ALI)

Processed at the end of the pay period:

- Vacation (VAC)
- Traditional sick (SCK)



Manual Adjustment of Absence Entitlement Balances

Not all absence types are granted based on an annual entitlement or accrual during the leave year.

Absence types that require manual set up include:

- **ELP** (Educational Leave)
- **ALI** (Annual Leave Incentive)
- **MIL** (Military Leave)
- **ERL** (Employee Recognition Program)

Key points about Absence Entitlement Balances:

- Balances are adjusted when there is an exception.
- Investigate to verify the exception before adjusting the balance.
- Absences that are future dated are updated when the calendar is processed.
- VAC or SCK leave adjustments are made in the pay period prior to when the employee will be able to take the leave.
- Large volumes of absence balance adjustments can be uploaded using the absence balance adjustment mass upload process.

For further information on mass uploads, see the Job Aid titled **Mass Upload**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

For details about making manual adjustments to absence entitlement balances, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



Processing Leave Donations

The leave donation process does not allow employees to enter a donation leave request directly. Employees who wish to donate leave to another employee should contact their supervisor for guidance regarding agency policy.

Once the donation has been confirmed, Absence Management Administrators:

- Enter and manage DLR (Donated Leave) by entering balance adjustments for the recipient and donor.
 - Donor and recipient balances update when the regular Absence Calculation process runs (scheduled daily).
 - The donor's vacation balance will be reduced by the donated amount and the recipient's DLR balance will be increased by the donated amount.
 - The recipient can use the DLR hours after the Absence Calculation process has run, even though time is not visible to them on their Timesheet.
 - The balance adjustments are not visible to the employee on their Timesheet until the pay period has been finalized.
 - Use reports or online pages to verify adjustments are accurate.
- Multiple adjustment rows for the same absence types cannot be added for the same Calendar ID period.
 - If multiple employees are donating leave to the same recipient, add one adjustment row (DLR REC ELEM) with the total number of donated hours for the calendar period. Use the **Comments** field to capture details.
- Return unused donated leave to the donor(s) after the recipient no longer needs or qualifies by entering balance adjustments for the recipient and donors.
 - **Donated Leave Usage Report Query (V_TA_DONATED_LEAVE)** can be used to identify unused leave that should be returned.

For instructions on processing leave donations, see the Job Aid titled **TA374: Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



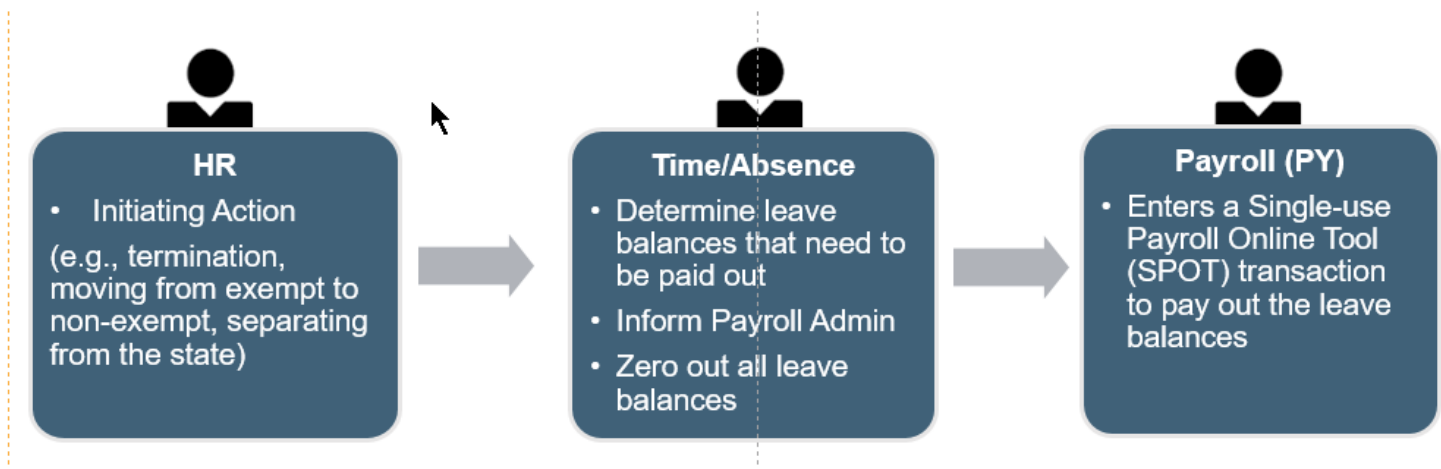
Identifying Balances for Leave Payout

Sometimes, an employee is no longer eligible for leave (e.g., separating from the state, retiring, moving from a Salaried Position to an Hourly Position, moving from Non-Exempt to Exempt) and may be eligible for a payout of some or all of the leave balances. When this occurs, there must be coordination between multiple Cardinal functional areas for the leave to be paid out accurately.

Examples of scenarios that may result in leave payout:

- Separating from the state
- Retiring
- Moving from a Salaried Position to an Hourly Position
- Moving from Non-Exempt to Exempt.

The flow below provides a high-level overview of the process:



Note: Follow Commonwealth and agency policy regarding when leave is eligible for payout and how to calculate the amount to be paid.



Zeroing Leave Balances

When an employee is no longer eligible for leave the balances in Cardinal should be zeroed out whether they were eligible for payout or not.

All leave, including compensatory and overtime, needs to be zeroed out.

- If balances are not zeroed out, and the employee is rehired by the agency, those balances will remain in Cardinal and be eligible for the employee to use.
- Balances not zeroed out will be listed on the annual leave liability report.

Examples of scenarios that may require leave to be zeroed out:

- Moved from non-exempt to exempt
- Leaves the state

Note: All leave types, with the exception of compensatory and overtime leave, are zeroed out on the **Absences** page. Compensatory and overtime leave balances are zeroed out on the employee's Timesheet.

For more details regarding zeroing out balances, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



Transferring From an External Leave System of Record to Cardinal

On occasion, an employee may transfer from an agency using an external leave system of record to an agency with Cardinal as the leave system of record. In Cardinal, VAC and SCK leave must be earned before it can be taken and Cardinal processes VAC and SCK entitlements, including any balance adjustments, after the absence takes have been processed.

Transferred employees are an exception and are able to use the leave transferred from their previous agency in the first pay period after transfer. These adjustments are made using the **Supporting Elements** page.

For details on transferring VAC and/or SCK leave hours in order for the employee to be able to forecast and take VAC and/or SCK absences in the first period after transfer, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. The regular balance adjustment process should be used for all other leave balance adjustments for the transferred employee.



Transferring From an External Leave System of Record to Cardinal

- Employees can use leave from their previous agency in their first pay period.
- Absent Management Administrators make these adjustments on the **Supporting Elements** page .

For details on transferring VAC and/or SCK leave hours in order for the employee to be able to forecast and take VAC and/or SCK absences in the first period after transfer, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. The regular balance adjustment process should be used for all other leave balance adjustments for the transferred employee.



Pay Docking

As an Absence Management Administrator, an important part of your role is to prevent unanticipated pay docking. When an employee/timekeeper enters Pay Docking (LNP), it is understood that the pay docking is being requested. There may be times outside of this when an event may happen that causes unexpected pay docking (e.g., having a leave request that is initially eligible but becomes ineligible).

To help prevent unexpected pay docking, there are two key reports you can run to identify employees who are in a situation that would lead to pay docking. They are:

- Ineligible Forecasted Absence Events Report
- Dock Unpaid Absences Report

The Payroll Administrator will calculate the amount of pay to be docked. LNP needs to be entered on the Timesheet at the same time as the Pay Docking is entered into SPOT.

This amount is entered into the Single-Use Payroll Online Tool (SPOT) so that the employee is docked appropriately.



Ineligible Forecasted Absence Events

The **Ineligible Forecasted Absence Events Query** displays the absence name and reason, begin and end dates, entry source, workflow status, manager approval status, and hours by employee, department, and business unit. This query can be used to search for individual employees who are forecasted to have absence events that are not eligible and/or approved.

Navigate to this report using the following path:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

V_TA_ABS_EVT_FCST_INELIG - Ineligible Forecasted Absence

Business Unit50100

Department ID (Blank for All)10025

Current Leave Yr End Date12/31/2019

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First 1-3 of 3 Last

Row	Dept ID	Department	Business Unit	Empl ID	Empl Record	Position	Employee Name	Leave Type	Absence Name	Absence Reason	Begin Date	End Date	Entry Source	Workflow Status	Manager Approved	Begin Day Hours	End Day Hours	All Days Indicator	Absence Duration	Process Date	Forecast Value	Forecast Date Time	Date Submitted
1	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/12/2012	07/26/2012	1	A	Y	1.60	0.00	Y	0.00	01/10/2013	INELIGIBLE	06/25/2015 8:33:12AM	
2	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/01/2013	07/03/2013	1	A	Y	0.00	0.00	N	0.00	09/13/2013	INELIGIBLE	06/25/2015 8:33:12AM	
3	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/05/2013	07/05/2013	1	A	Y	4.00	0.00	N	0.00	09/13/2013	INELIGIBLE	06/25/2015 8:33:12AM	



Navigate to this report using the following path:

[illegible]86



Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.





Lesson Checkpoint



1. True or False. It is important to zero out leave balances when an employee separates from the state because if the employee is rehired by the agency, those balances will remain in Cardinal and be eligible for the employee to use.



2. To help prevent unexpected_____, one option is to generate and review the Ineligible Absence Forecasted Events Report.
 - a. Leave Payout
 - b. Pay Docking
 - c. Leave Donation
 - d. Transfers



Lesson Summary

4

Adjusting Absence Entitlement Balances

In this lesson, you learned:

- How to adjust Absence Entitlement balances
- How to process Leave donations
- How to clear Leave balances
- How to identify balances for leave payout
- About Pay Docking and how to avoid unexpected Pay Docking



Lesson

5

Absence Calculation Processing

This lesson covers:

- An Overview of Absence Calculation processing
- Troubleshooting Issues Related to Absences/Leave



Overview of the Absence Calculation Process

Calculate Absence is a daily batch process that calculates all absence entitlements (automatic and granted) and absence takes.

The Calculate Absence process includes:

- **Absence Entitlements:** This process updates frequency-based entitlements and makes entitlements available to the respective employees.
- **Absence Takes:** During this process, Cardinal calculates the number of hours per day for each take and deducts the hours taken from the respective employee's balances.
- **Retroactive Changes:** This process updates all intervening time periods up to the present period when you add, update, or delete an absence event or make changes to job data or a work schedule that affects a period that has already been processed.

The Cardinal Post Production Support Team and the State Payroll Operations (SPO) office personnel have access to run this process manually as needed.



Absence Calculation Process

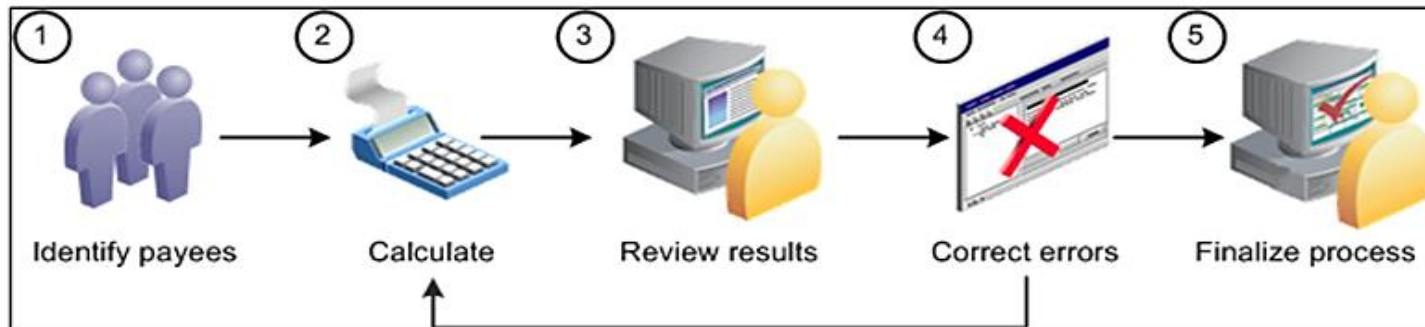
The Absence Calculation process:

- Selects employees to be processed –includes active employees and employees with pending retroactive changes
- Processes approved absence requests – identifies and processes approved absence requests
- Updates leave balances
- Updates the year-to-date (YTD) accumulators
- Calculates periodic accruals based on applicable leave policies and takes into account job attributes such as length of service and full/part time status

Absence Calculation must be finalized before it can be sent to Time and Labor and payroll processing.

Once absence results have been finalized, any subsequent changes are retroactive transactions and are processed during the subsequent calendar periods.

After the absence calendar is finalized and closed, the next calendar will open for the current period.





Troubleshooting Issues Related to Absences/Leave

The following are three key resources that you can use to assist with researching and troubleshooting employee absences:

- Employee Leave Report
- Absence Accumulators Result Query
- Results by Calendar and Calendar Group

For information about the Employee Leave Report, see the Job Aid titled **Cardinal HCM Reports Catalog**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

For information about troubleshooting guidance and the **Absence Accumulators Results Query**, see the Job Aid titled **TA374 Results by Calendar-Calendar Group**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



Results by Calendar/Calendar Group

The **Results by Calendar/Calendar Group** pages can assist Absence Management Administrators review detailed absence information processed by the Absence Calculation process and help to troubleshoot issues. For example, if balance adjustments or retroactive transactions were made for an employee, you can access previous calendars and recalculated versions of the calendars to ensure they were processed correctly. Both options show the same information, but it displays in different ways.

The **Results by Calendar** page displays absence data based on the semi-monthly leave period it was effective in. The calendar selected will display the most recent version of the data effective in that calendar period along with any other versions of the same calendar period that may have been re-processed during a different calendar period due to retroactivity.

The **Results by Calendar Group** page displays absence data based on the semi-monthly leave period it was processed in. The calendar group selected will display the corresponding calendar period along with any prior calendars that were re-processed during that period due to retroactivity.



Results by Calendar

An example of result of by calendar with no retroactive adjustments.

Navigate to this report using the following path:

Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar

Calendar ResultsEarnings and DeductionsAccumulatorsSupporting Elements

Employee

Empl ID

Empl Record 0

Calendar ID SM12019SM124

Pay Group SM1

Semi-monthly Classified

Segment Information by Calendar Group

1-1 of 1

View All

Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
2019SM124	12/25/2019	01/09/2020	Calculate	1	1	1	Segment Detail

Additional Result Pages

[Positive Input - Absence Absence Data](#)

[Positive Input - Payroll Retro Calculation Deltas](#)

[Generated Positive Input](#)

Return to Search

Previous in List

Next in List

Notify

Calendar Results | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)



Results by Calendar Group

Results by Calendar Group shows the most recent Absence Calculation process run and any Calendar IDs with retroactive changes that were processed in the Calendar Group ID.

Navigate to this report using the following path using the Calendar Group ID 2019SM124:

Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group

Calendar Group ResultsEarnings and DeductionsAccumulatorsSupporting Elements

Employee

Empl ID

Empl Record

0

Calendar Group ID

2019SM124

SM1CalGroup242019

Segment Information by Calendar

Q

1-3 of 3

View All

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
SM12019SM122	11/25/2019	12/09/2019	Calculate	1	3	1	Segment Detail
SM12019SM123	12/10/2019	12/24/2019	Calculate	1	2	1	Segment Detail
SM12019SM124	12/25/2019	01/09/2020	Calculate	1	1	1	Segment Detail

Additional Result Pages

[Positive Input - Absence Absence Data](#)

[Positive Input - Payroll Retro Calculation Deltas](#)

[Generated Positive Input](#)

Return to Search

Previous in List

Next in List

Notify

Calendar Group Results | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)



Lesson Checkpoint



1. True or False. Self-Service users are able to see balances calculated in the current open period.



2. True or False. The Absence Calculation process processes balance adjustments made by the Absence Management Administrator.



Lesson Summary

5

Absence Calculation Processing

In this lesson, you learned:

- About the Absence Calculation process
- How to troubleshoot Issues Related to Absences/Leave



Course Summary

TA374

Absence Management Maintenance

In this course, you learned:

- About the absence reporting process
- How to maintain absences in Cardinal
- How to adjust absence entitlement balances
- About the Absence Calculation process
- How to review the Absence Calculation results information



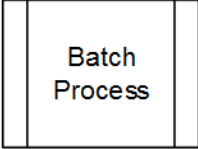
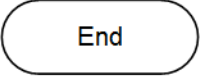
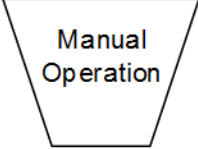
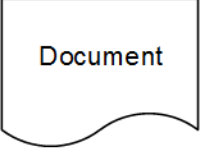
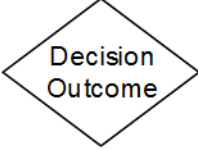
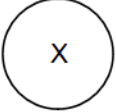
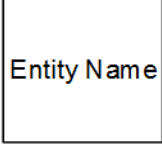
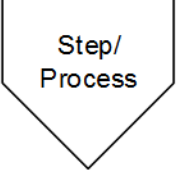


Appendix

- Flowchart Key



Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.